

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, General Services

FROM : Chief, Building Maintenance & Utilities

SUBJECT: Report of Operation by the Building Maintenance and Utilities Division during the month of September, 1952.

DATE: 2 October 1952

Volume:

1.	Requests for services processed during month of September	
A.	New Requests by memorandum or requisition	306
B.	On hand prior to September	<u>30</u>
	Total	336
C.	Written orders placed with GSA	183
D.	Number on hand no action as of 30 September	31
E.	On hand 60 days or more and not yet submitted to G.S.A.	0
2.	Funds obligated (This section submitted January, April, July or October)	
A.	Fourth Quarter Encumberances	
1.	Routine alterations, painting, repairs	\$18,300
2.	Special Projects	
a.	Renovations (6615)	\$26,837
b.	Renovations (Other)	70,350
c.	Quarterly	<u>373,610</u>
	Total	\$470,797
3.	Protective Services (GSA Guards)	
a.	169 reimbursable posts	\$94,133
b.	25 non-reimbursable posts	
4.	Laborers and Trucks (From GSA)	<u>5,333</u>
	Total Funds Obligated	\$99,466
3.	Sums paid to GSA during September against orders encumbered in second quarter	
1.	Alterations and Installations	\$57,785
2.	Guards	81,617
3.	Fireman-Laborers	3,679
4.	Janitor	14
5.	Elevator	<u>36</u>
		\$143,131
4.	Work Load Status	
A.	Number of Requests on which orders have been placed but work has not been completed	
	30 days old	97
	60 days old	62
	90 days old	33
	120 days old	<u>30</u>
	Total	222

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B. Orders submitted to GSA non-reimbursable

In writing	12
Verbal	<u>400</u>
	412
C. Inter-office memorandums	29
Inter-agency letters	9
D. Space moves during September	35
Total personnel moved	820
Man hours by GSA Laborers	4046
Estimated cost	\$6848



Attachments

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